

YOUTH SERVICES POLICY

Title: Requests for Statistical Information; Collection of Fees for Reproduction of Public Records and Statistical Reports Next Annual Review Date: 04/15/2012	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.3
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References: La. R.S. 44:31; 44.32; LAC Title 4, Chapter 3, Section 301; ACA Standard 2-CO-1F-09 (Administration of Correctional Agencies)	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 04/15/2011

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. APPLICABILITY:

Undersecretary or designee, Deputy Assistant Secretaries, Deputy Undersecretary and his/her staff, Legal staff, Facility Directors, and facility Business Office staff.

III. PURPOSE:

To establish the Deputy Secretary's policy regarding requests for statistical information and to establish a fee schedule for copies of public records and fees for producing statistical reports in accordance with state statutes.

IV. DEFINITION:

Public Records - Any document or group of documents (for example, a file) that has been used, prepared, processed or retained in use for the performance of any business or function performed under the authority of the Constitution or laws of this state unless excepted in the public records laws. Not all public records contain public information; some information is confidential. Some records are either entirely public or entirely confidential. An example of a confidential piece of information within a public record would be an employee's Social Security number.

V. POLICY:

It is the Deputy Secretary's policy to provide public access to the demographic population profiles and management reports via the Internet at no cost. These profiles and reports can be found on Youth Services' website at www.ojj.la.gov. Individual requests for statistical information not otherwise available must be approved on a case-by-case basis by the Deputy Secretary or designee, and will require payment based upon the actual cost of preparing the statistical report requested according to the procedures outlined in this policy.

It is the Deputy Secretary's policy to collect fees for the duplication of public records in accordance with the "Uniform Fee Schedule for Copies of Public Records" as set forth in the Louisiana Administrative Code.

VI. DUTIES AND RESPONSIBILITIES:

- A. The Deputy Undersecretary of the Office of Management and Finance shall implement an agency-wide procedure for documenting the duplication of public records and fees collected.
- B. Legal staff, Facility Directors and Facility Business Office staff shall be responsible for the duplication of facility records, documentation of the transaction as directed by the Deputy Undersecretary, and the collection of fees from the requesting parties.
- C. The Office of Management and Finance in Central Office shall be responsible for receiving and depositing fees collected for copies of public records.

VII. PROCEDURES:

- A. The following procedure is used to provide statistical information stored in data bases or in computer files in response to individual requests.
 - 1. Written inquiries for statistical information will be addressed to the Information Technology Director and must describe the request in complete detail.
 - 2. Requests shall be approved on a case-by-case basis by the Deputy Secretary or his/her designee.
 - 3. Upon approval, a cost estimate shall be provided. The requesting party shall be advised of the estimate, and that it is an estimate, but that the actual cost for the statistical report, including programming costs, shall be charged if different from the estimate.
 - 4. A signed "Letter of Agreement for Statistical Information" [Attachment A.3.3 (a)] and a check made payable to Youth Services shall be received before the request will be processed.
 - 5. Requests for information on an individual youth shall not be processed.
 - 6. Individual requests for statistical information shall require a payment equal to the assigned programmer(s) and/or analyst(s) hourly pay rate multiplied by the number programmers and/or analyst(s) hours required to generate the request. (For example, the programmer earns \$35.00 per hour x 2 hours of computer processing time = \$70.00.) Shipping charges will be billed at cost.

- B. The following fee schedule shall be utilized for the duplication and/or reproduction of public documents throughout Youth Services (YS) and is fixed by law (LAC Title 4, 301). Any fees charged in excess of the rule must be justified in writing and be approved by the Division of Administration.
1. For up to five copies of microfiche reproductions or paper copies up to 8 ½ x 14 inches (A two-sided copy is considered two pages.): \$0.50 each page.
 2. For more than five copies, up to 8 ½ x 14 inches: \$0.25 each page.
 3. For up to five copies on paper larger than 8 ½ x 14 inches, the actual cost, but no less than: \$0.50 each page.
 4. For more than five copies on paper larger than 8 ½ x 14 inches, the actual cost, but no less than: \$0.35 each page.
 5. Copies of preprinted computer-generated reports shall be at the same rate specified under 1 through 4.
 6. Records on preprinted computer stock which require program modification or specialized programs to retrieve information are charged at the actual cost, but no less than: \$2.00 each page.
 7. The following exceptions apply. Copies of public records shall be furnished without charge (or at a reduced charge) as follows:
 - a. to indigent citizens;
 - b. to requests for copies from another state agency;
 - c. to persons whose use of such copies is limited to a public purpose, including but not limited to, use in a hearing before any governmental regulatory commission; and
 - d. law enforcement agencies—those agencies designed to enforce federal, state or municipal laws; such as, Sheriffs' offices, District Attorneys' offices, local and State Police departments, U.S. Attorney and Attorney Generals' offices, State Attorney General's office (including contract attorneys) and the Federal Bureau of Justice.
- C. Duplication of public records and collection of fees shall be documented as established by the Deputy Undersecretary.
1. All duplication or reproduction of computer printouts and specialized programming transactions shall be documented.

2. Payment for copies of public documents shall be made (by check or money order) payable to the Office of Juvenile Justice and submitted to Central Office Accounting Services through the appropriate Business Office.

Previous Regulation/Policy Number: A.3.3 / A.5.7

Previous Effective Date: 01/08/1993 / 07/08/2002



Attachments/References: [A.3.3 \(a\) Letter of Agreement.docx](#)